

HOW TO SUBMIT AN  
APPLICATION FOR AN E-  
LEARNING MATERIAL (ELM)

## Step 1: Create your account and Log in

- 1) If you already have a login for the submission of applications for live educational events (LEEs), you do not need to create a new one. You can use the same login details for the submission of applications for e-learning materials (ELMs).
- 2) If you do not have a login, you can create your account by clicking on the link “[Register as a provider](https://eaccme.uems.eu)” on the EACCME homepage (<https://eaccme.uems.eu>). Fill in the form and press register. Your registration request has been sent to the UEMS office for confirmation. Your login details will be confirmed to you by email once the UEMS office has performed its administrative check of the billing information provided with your registration. This may take 1-2 days.
- 3) Once you are in possession of your login details, you can access the platform by clicking on the orange button LOGIN.



**THE EUROPEAN ACCREDITATION COUNCIL  
FOR CONTINUING MEDICAL EDUCATION**  
INSTITUTION OF THE UEMS

Home Accreditation Library **LOGIN**

### Welcome

Welcome on the new EACCME platform.

If you have already received your login information you can login into the platform by clicking the login button in top right.

If you have not yet received your login information you can go to the the registration form with the link below and we will send you your login information as soon as possible.

**Register as a provider to submit applications**

[Register as a reviewer to review applications](#)

If you have any questions, please contact us at [accreditation@uems.eu](mailto:accreditation@uems.eu)

## **Step 2: Understanding the concept of “pre-paid applications”**

With the implementation of EACCME 2.0, the UEMS-EACCME has introduced a new concept of pre-paid module applications for ELMs. With this new concept, you will be able to apply for several modules at a package price. This allows you to submit your applications at your own pace during the course of one year (from the date of purchase of the pre-paid applications). This new concept applies to either a single or series of ELM module(s)/app(s), or an e-platform which hosts a series of modules.

When you want to submit an ELM application, it is important to determine beforehand which type of ELM it concerns. This will determine the type of pre-paid applications you will need to purchase. In case of doubt as to the type of ELM, please contact the UEMS office ([elarning@uems.eu](mailto:elarning@uems.eu)). Please see the definitions of the different ELM types (also available in UEMS 2016/21) below:

### **E-learning module:**

A complete unit of e-learning material that meets on its own right the EACCME® criteria for accreditation of an ELM. The content and format of an accredited module cannot change once accredited or for the period for which it is accredited. If the provider wishes to change the content or format, a new application needs to be submitted.

### **Educational e-platform:**

An integrated set of interactive online services that provide a community of learners and facilitators with information, tools and resources to support the delivery and management of teaching and learning activities. An educational e-platform needs to have at least 10 e-learning modules that meet the EACCME® criteria for accreditation of ELM.

### **Educational app:**

The word "app" is an abbreviation for *application*. An app is an element of software that can be run on the internet, on a computer, or on a phone or any other electronic device. While the word "app" has gained popularity in the context of mobile devices, it still applies more broadly to programs in general. An educational app is an app that is used as a medium for the delivery of educational material modules that meet the EACCME® criteria for accreditation of ELM.

### **Educational e-library (or digital library):**

An organised collection of selected digital resources created to support learning, scholarship, research and teaching. Through the use of appropriate technological standards, a digital library is created to facilitate permanent access to and resource discovery of selected digital resources.

## **Pre-paid applications in the case of:**

### **Individual module(s)/app(s)**

For example, if you expect to submit 10 applications during the course of a year, you can purchase pre-paid applications at a package price “for up to 10 modules”. This allows you to spread the submission of your 10 individual applications during the course of one year. You therefore do not need to submit all applications at the same time. In this case you need to submit a filled out application form for each individual module each time (you however have the possibility to duplicate previously filled out application forms).

### **E-platform**

The same principle applies to e-platforms, however in this case, you only need to submit one application form. The application form will contain slots for up to as many pre-paid applications as you have bought.

For example, if you have an e-platform with 30 modules, you buy pre-paid applications for an e-platform “for up to 30 modules”. You will then be able to submit one application form with 30 slots (you will need to complete each slot with title of the individual module making up the e-platform). If you do not have all modules ready at the time you fill out the application form, the remaining module slots will remain available and can be completed later. For example, if you only fill out 20 modules at the time of submission, you will be able to add the remaining 10 modules later, but always during the course of one year.

### **Step 3: First, buy the necessary pre-paid applications**

Before being able to complete the application form and submit an application for an ELM, you need to buy the necessary pre-paid applications. Pre-paid applications are necessary for the following e-learning materials:

- Individual module or series of individual modules
- E-platform
- App or series of apps
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In the case of an e-library, you do not need to buy pre-paid applications as the fee for e-libraries is a fixed amount. You can just complete the application form and download your invoice at the end of your submission.

To see an overview of your pre-paid applications or to purchase pre-paid applications, please go to

1. Accreditation
2. E-learning
3. Pre-paid applications

### Available pre-paid applications

**Individual module**  
Available pre-paid applications : 1 >  
Ordered pre-paid applications (not paid) : 43 >

**E-platform**  
**For up to 30 accredited modules**  
Available pre-paid applications : 0  
Ordered pre-paid applications (not paid) : 1 >

**App**  
**For up to 10 accredited modules**  
Available pre-paid applications : 0  
Ordered pre-paid applications (not paid) : 1 >

**For up to 100 accredited modules**  
Available pre-paid applications : 0  
Ordered pre-paid applications (not paid) : 1 >

Order pre-paid applications

Pre-paid application invoices

In the overview above:

- **“ordered”** means that you have submitted an order for x number of modules but the payment has not been confirmed yet (eg. payment by WireTransfer)

- **“available”** means that the payment has been received and the pre-paid applications can be used to submit applications

To purchase pre-paid applications you can click the “Order pre-paid applications” button, this will take you to the order form.

### Page “Order Pre-paid applications”

The billing information will be pre-completed with the information you provided at the time of registration.

### Order pre-paid applications

Select application type *	Individual module	
Select modules count *	For 1 accredited module	
Customer *	<input type="text"/>	
Contact first name *	<input type="text"/>	Contact last name * <input type="text"/>
Address *	<input type="text"/>	
City *	<input type="text"/>	Postal / Zip code * <input type="text"/>
Country *	<input type="text"/>	
Please select your VAT status from the drop down menu		
VAT status *	<input type="radio"/> EU registered ⓘ <input type="radio"/> EU not registered ⓘ <input type="radio"/> EU exempt ⓘ <input type="radio"/> Outside EU ⓘ	
If applicable, please enter your VAT number without any space between the country code and the digits		
VAT number	<input type="text"/>	
Customer reference / P.O. number	<input type="text"/>	
Billing contact e-mail *	<input type="text"/>	

Pay Online Pay via Wiretransfer

Please note that if you choose to pay via wire transfer you will only be able to use your pre-paid modules once we have received your payment

All you need to do is select the type of ELM you wish to apply for. Once you have selected a type of ELM, you cannot change your mind afterwards. If in doubt, please do not hesitate to contact the UEMS office ([elarning@uems.eu](mailto:elarning@uems.eu)) for help. You can choose between:

- An individual module or a series of individual modules
- An e-platform
- An app or a series of apps

If you wish to apply for an e-library, please see instructions on page 11.

**Order pre-paid applications**

Select application type \*

Select modules count \*

Customer \*

Contact first name \*  Contact last name \*

Address \*

City \*  Postal / Zip code \*

Country \*

Please select your VAT status from the drop down menu

VAT status \*  EU registered  EU not registered  EU exempt  Outside EU

If applicable, please enter your VAT number without any space between the country code and the digits

VAT number

Customer reference / P.O. number

Billing contact e-mail \*

Please note that if you choose to pay via wire transfer you will only be able to use your pre-paid modules once we have received your payment

Once you have selected the type of ELM, you need to select the number of modules you wish to apply for. For further information on the type of ELM and the number of modules, please consult our reference document on the « Accreditation of e-learning materials » (UEMS 2016/21) available under the tab « Library ».

Once the page is completed and the type of ELM and number of modules is selected, you have the possibility to either pay online (with American Express and Bancontact, VISA to come) or pay via Wiretransfer.

### Order pre-paid applications

Select application type *	Individual module
Select modules count *	For 1 accredited module
Customer *	For 1 accredited module
Contact first name *	For up to 10 accredited modules
Address *	For up to 20 accredited modules
City *	For up to 30 accredited modules
Country *	For up to 40 accredited modules
	For up to 50 accredited modules
	For up to 100 accredited modules
Please select your VAT status from the drop down menu	
VAT status *	<input type="radio"/> EU registered ⓘ <input type="radio"/> EU not registered ⓘ <input type="radio"/> EU exempt ⓘ <input type="radio"/> Outside EU ⓘ
If applicable, please enter your VAT number without any space between the country code and the digits	
VAT number	<input type="text"/>
Customer reference / P.O. number	<input type="text"/>
Billing contact e-mail *	<input type="text"/>

  

Please note that if you choose to pay via wire transfer you will only be able to use your pre-paid modules once we have received your payment

The invoice of your order will be sent to the email address you have filled out in the Billing contact e-mail field of the order form. You can also see your invoices related to pre-paid applications, and their payment status by clicking on the “pre-paid application invoices” button on the overview page.



### Step 3 : submit your application

Now that you have ordered a certain number of modules, you can start submitting your application for your ELM. You can start completing the application form even if your purchase has not been confirmed yet. When your ordered pre-paid applications are available, you will be able to submit your filled out form.



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The application form is divided in 6 different steps to make the process easier for you.

There is a colour code for the steps at the top of the page (orange : you are on the page, green : the page is completed, grey : the page is empty or not fully completed).

You first need to tick the two boxes below and then click on « Next step ». To save the information on each page you need to click on « next step » even if you have not completed all the fields of the application form. You can come back later to complete your application with the missing information.

Home Accredited events Accreditation Library LOGIN

## New ELearning application

Instructions General information Essential criteria Desirable criteria Scientific & contact information Billing information Review and submit

### Before starting the application process...

You confirm that you have read and that you accept the UEMS-EACCME Terms and Conditions.

You confirm that you have read and that you accept the UEMS-EACCME Confidentiality Clause.

Next step

On this page, under « nature of the ELM » you will need to select the type of ELM for which you bought pre-paid applications. The number of modules however can either be equal or lower than the number of modules you originally bought. If you have chosen a lower number, you can use the remaining number of modules at a later stage. However you will need to use these within one year of their date of purchase.

**General Information**

Title of the ELM * <small>i</small>	<input type="text"/>
Main speciality of the ELM * <small>i</small>	<input type="text"/>
Nature of the ELM * <small>i</small>	<input type="text" value="E-Platform module"/>
Modules count *	<input type="text" value="Up to 10"/>
Means by which the ELM is made available *	<input type="text" value="Not selected"/>

For an e-platform for example, you have bought 40 modules. You only use 25 because at the time of application, you have only 25 modules available on your e-platform. On the application form, you will need to fill out the names of the 25 modules, by adding them to the module list at the bottom of the page. The 15 remaining slots remain available and can be filled out at a later stage, in a year's time for example when you need to inform the UEMS office and reviewers of any changes brought to your e-platform (for the « quality control »). If you haven't bought enough modules beforehand, you always have the possibility to buy additional modules. They will just add up in your overview. Please make sure when ordering that you order the same type of modules for the same type of ELM.

**Modules**

Please list the modules that are currently available below, you can add modules up to the maximum chosen module count with the "Add module" button.

[Add module](#)

#	Module Name

[Next step](#)

Mandatory fields \*

You can now start completing the application form. All the fields of the application form are mandatory. Once all your pages are green you can submit your application.

## New ELearning application



### **Important information regarding the submission of an application for an « e-Library »**

In the case of an e-library, you do not need to buy modules beforehand because for e-libraries the amount to be paid is a fixed amount.

You can just start the application process with step 3. You will receive your invoice at the end of the submission process where you will have the possibility either to pay online or to pay via WireTransfer.